

**APPLICATION CHECKLIST FOR
PROVISIONAL LICENSE**

1. **If you are requesting a provisional certificate and currently hold a valid professional teaching certificate from the state of Missouri; the following must be submitted:**

☐ **Application Form**

Application for Provisional Certificate (Joint Application); signed by the employing school district;

Note: If the certification requested is for Early Childhood, Early Childhood Special Education, or Student Services you will also need to submit an Academic Contract completed by the certification officer at an accredited college or university in Missouri with an approved program for the designated area.

☐ **Transcripts**

Official transcripts from **ALL** institutions attended must be provided. Please be sure your complete social security number is listed. **Note:** a minimum grade point average of 2.5 on a 4.0 scale in the major field and overall is required; and

☐ **Background Check (see below)**

2. **If you are requesting a provisional certificate and are 1.) within twelve hours of completing a teacher preparation program from an accredited college or university in Missouri; or 2.) enrolled in an alternative/innovative college program in Missouri the following must be submitted;**

☐ **Application Form**

Application for Provisional Certificate (Joint Application); signed by the employing school district;

☐ **Academic Contract**

Academic Contract signed by the certification officer at an accredited college or university in Missouri with an approved program.

☐ **Transcripts**

Official transcripts from **ALL** institutions attended must be provided. Please be sure your complete social security number is listed. **Note:** a minimum grade point average of 2.5 on a 4.0 scale is required.

☐ **Background Check**

A criminal background check must be completed. Please contact Identix to schedule an appointment by calling 866-522-7067 or online at <http://www.identix.com/iis/>. The current processing fee for this procedure is \$50.95. Please provide the following information when contacting Identix:

- County/District code number of the hiring school district; if not employed please use code number 999999;
- Your certification status, which will be a certified educator (E); and
- DESE's ORI number, which is MO920320Z.

Any questions regarding this portion of the application process should be directed to the Department of Elementary and Secondary Education, Conduct and Investigations Section at 573-522-8316.

3. **If you have graduated from a teacher preparation program but have not yet completed/passed the required Praxis test(s), you must submit the information listed under item 2 and:**

☐ **Praxis scores**

**If you have questions regarding this process please contact
Educator Certification at 573-751-0051.**

PLEASE BE SURE THAT THE APPLICATION PACKET IS COMPLETE!

An incomplete packet will not be processed. Mail the complete application packet to:

**Educator Certification
Post Office Box 480
Jefferson City, MO 65102-0480
<http://dese.mo.gov>**

You can check the status of your application on our website at:
http://k12apps.dese.mo.gov/webapps/tcertsearch/tc_search1.asp



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
DIVISION OF TEACHER QUALITY AND URBAN EDUCATION
EDUCATOR CERTIFICATION
POST OFFICE BOX 480
JEFFERSON CITY, MISSOURI 65102-0480
(573) 751-0051

APPLICATION FOR PROVISIONAL CERTIFICATE (JOINT APPLICATION)

SECTION I: TO BE COMPLETED BY APPLICANT

A. VITAL INFORMATION

SOCIAL SECURITY NUMBER*

CURRENT NAME (LAST, FIRST, MIDDLE INITIAL)

ALL MAIDEN/FORMER NAMES

STREET ADDRESS

CITY, STATE, ZIP CODE

DATE OF BIRTH

MALE ☐

FEMALE ☐

PHONE NUMBERS

H ()

W ()

I hereby request that I be issued the provisional certificate in:

Subject Area

Grade Level

I understand that all deficiencies identified in the official evaluation attached must be completed and submitted to the Office of Educator Certification **within the two year period of the certificate** in order to upgrade the provisional certificate under the requirements in effect at this time.

B. PROFESSIONAL CONDUCT (all questions must be answered)

Please answer the following questions. If any of the questions are answered yes, please provide a separate statement of explanation.

YES NO

1. Have you ever been charged with, convicted or entered a plea, including a plea of *nolo contendere*, to any felony or misdemeanor whether or not sentence was imposed or suspended, except minor traffic violations? If yes, explain fully.
2. Have you ever been denied a professional license, certificate, permit, credential, endorsement, or registration?
3. Has your professional license (except for driver's license), certificate, permit, credential, endorsement, or registration ever been disciplined, suspended, revoked, reprimanded, restricted, curtailed or voluntarily surrendered or do you have any pending complaints before any regulatory board or agency or is there any investigation or adverse action now pending against you?
4. Have you ever resigned, been restricted, disciplined, or discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, unethical behavior or unprofessional conduct, or are you under investigation for any such charge?

*View the Social Security Number Disclosure Notice at: http://www.dese.mo.gov/schoollaw/freqaskques/SSN_Disclosure.pdf

C. SWORN AFFIDAVIT

I, the below named applicant, hereby affirm under penalties of perjury that I am the applicant referred to in the preceding application for a certificate of license to teach in the state of Missouri, and that all statements and enclosures are true and accurate to the best of my knowledge, information and belief. I understand that any misrepresentation of facts may result in the denial or revocation of the requested certificate(s). I submit for consideration this application as required by the Missouri law governing the practice of teaching subject to the rules and regulations of the Missouri Department of Elementary and Secondary Education and the Missouri State Board of Education. I subscribe and agree to abide by all applicable laws and rules regarding the practice of teaching. I understand that the Missouri Department of Elementary and Secondary Education may require further information or evidence that it deems reasonable and proper. Furthermore, I voluntarily consent to a thorough investigation of my present and past employment and other activities for the purpose of verifying my qualifications. In addition, I grant permission to access any court, FBI, or police records related to arrests and convictions related to good moral character or personal fitness pertinent to my certification, and to probation or parole records as well.

APPLICANT'S SIGNATURE

DATE

SECTION II: TO BE COMPLETED BY EMPLOYING MISSOURI SCHOOL DISTRICT OR ACCREDITED NON-PUBLIC SCHOOL

List subject and grade level of certificate requested (See official list of certificates on back.)

I hereby affirm that _____ will be employed by this school

district and used in the teaching position requiring the certificate listed above for the _____ - _____ school year.

His/her beginning contracted date is/was _____. The officials of this school understand that the applicant has previously applied for an additional certificate of license to teach and has been informed by the Office of Educator Certification that he/she is in fact eligible for the above requested certificate. I jointly request with the above applicant that this provisional certificate be issued.

SIGNATURE OF DESIGNATED SCHOOL OFFICIAL

NAME OF SCHOOL DISTRICT OR ACCREDITED NON-PUBLIC SCHOOL

NAME OF DESIGNATED SCHOOL OFFICIAL

ADDRESS

POSITION HELD

CITY, STATE, ZIP CODE

PHONE NUMBER

DATE

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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4581.

PLEASE RETURN THIS FORM TO
EDUCATOR CERTIFICATION, POST OFFICE BOX 480, JEFFERSON CITY, MISSOURI 65102-0480.
ORIGINAL SIGNATURE REQUIRED – NO FAXES OR PHOTOCOPIES!

<http://dese.mo.gov>

Educator Certification

(Certificates Authorized by State Board of Education)
Effective April 30, 2005

ELEMENTARY EDUCATION

B-3 Early Childhood
1-6 Elementary Education
K-9 Physical Education

MIDDLE SCHOOL EDUCATION

5-9 Agriculture Education
5-9 Business Education
5-9 Industrial Technology
5-9 Language Arts
5-9 Mathematics
5-9 Science
5-9 Social Science
5-9 Speech/Theatre

SPECIAL EDUCATION

B-3 Early Childhood Special Education
K-12 Mild/Moderate: Cross Categorical
K-12 Severely Developmentally Disordered
K-12 Blind/Partially Sighted
K-12 Deaf/Hearing Impaired

STUDENT SERVICES CERTIFICATES

K-8 School Counselor
7-12 School Counselor
K-12 School Counselor
K-12 Advanced School Counselor
K-12 School Psychological Examiner
K-12 School Psychologist
B-12 Speech/Language Pathologist
S-P Career Ed Adult Supervisor
P Postsecondary Career Ed Counselor
S-P Career Ed Placement Coordinator
S-P Career Ed. Evaluator

SECONDARY EDUCATION

K-12 Art
K-12 French
K-12 German
K-12 Health
K-12 Hebrew
K-12 Italian
K-12 Latin
K-12 Dance
K-12 Library Media Specialist
K-12 Music – Instrumental
K-12 Music – Vocal
K-12 Physical Education
K-12 Russian
K-12 Spanish
9-12 Agriculture Education
9-12 Art
9-12 Business Education
9-12 Business Ed Coop
9-12 English
B-12 Family Consumer Sci
9-12 Health
9-12 Industrial Technology
9-12 Journalism
9-12 Marketing
9-12 Mathematics
9-12 Physical Education
9-12 ROTC
9-12 Social Science
9-12 Speech/Theatre
9-12 US Biology
9-12 US Chemistry
9-12 US Earth Science
9-12 US Physics
9-12 Science – Biology
9-12 Science – Chemistry
9-12 Science – Earth Science
9-12 Science – General Science
9-12 Science – Physics
9-12 Cooperative Education

NON-STAND-ALONE CERTIFICATES:

require the issuance of basic certificates before the supplemental endorsement can be added.

K-9 Art
K-9 French
K-9 German
K-9 Health
K-9 Hebrew
K-9 Italian
K-9 Latin
K-9 Russian
K-9 Spanish
9-12 Driver Education
K-12 English for Speakers of Other Languages
K-12 Gifted
K-12 Special Reading
B-3 Family Resource Specialist

ADMINISTRATIVE CERTIFICATES

K-8 Principal
5-9 Principal (cannot stand alone)
7-12 Principal
K-12 Superintendent
K-12 Special Education Administrator
S-P Career Education Director